



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education Division of Program Development Research Coordinating Unit Atlanta, Georgia 30334	Application Number <b>81-107</b>	
Application Number		Date Received <b>FEB 5 1981</b>	Date Completed <b>FEB 11 1981</b>
2. Person to Contact <b>Robert K. Mabry</b>		Working Title <b>Vocational Evaluator Coordinator</b>	
		Telephone Number <b>656-2547</b>	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest <b>1970</b> To Date		5. Records Series Title (followed by title used in office, if different) <b>On-Site Vocational Evaluation Project Files</b>	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The Vocational Evaluation Coordinator/RCU (Research Coordinating Unit) Coordinator is responsible for planning, developing, organizing, and directing the Statewide system for evaluating every vocational program, service, or activity in the State at least once every five (5) years. This position is also responsible for the operation of the Research Coordinating Unit, which conducts or contracts for all vocational applied research, exemplary and innovative programs, and curriculum development and dissemination in the State.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: Documenting the on-site evaluation phase of the statewide system for Vocational Evaluation.  Included are: File folders for each system evaluated containing list of team members and team leader; letters of invitation to serve on evaluation team; Team Leaders' Summary Report and Program/Standard Summary Report completed by evaluators while in the field; copy of final "Vocational Evaluation On-Site Team Report" prepared by Management Support Division from field reports; letters thanking team leader and members for participating.  File is arranged: Alphabetically by name of system and chronologically by date of evaluation.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old <u>daily</u> ; Thirteen to twenty-four months old <u>seldom</u> ; twenty-five months and older <u>seldom</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. <u>Vocational Evaluation On-Site Team Report.</u>
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <u>See above and Annual Report</u>
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Partial duplication in local school system.</u>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>1</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	<u>5</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Federal MERC-Q (Management Education Criterion-Quality) conducted every five (5) years.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then \*
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

\*remove "Vocational Evaluation On-Site Team Report" and transfer to State Archives for permanent retention; then transfer remainder of file to State Records Center; hold for four (4) years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designer (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	<u>2/4/81</u>	<i>Walker L. Baumgardner</i>	<u>2/4/81</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<u>2-10-81</u>
		Secretary of State/Designee	<u>2-9-81</u>
		Attorney General/Designee	<u>2-10-81</u>